

How to control disk usage in your school

Schools are charged monthly for excess disk space. Disk space consists of all mail for staff and students as well as web and ftp files. Charges can be avoided through configuring SINA to minimise the potential for excess disk space. This document outlines ways in which you can minimise or prevent excess disk space charges.

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Determining your schools disk space quota

Every school has a limit to the total disk space they have available to store email and web content. This quota is based on student enrolment.

Student Enrolment	Disk Space Quota
1-100	1.5 GB
101-300	3 GB
301-500	7.5 GB
501-800	12 GB
801+	16 GB

Your current storage can be viewed on the home page in SINA. Exceeding your quota will be charged at 0.35c/MB over quota.

The screenshot shows the SINA Administrator interface. At the top is a navigation bar with icons for USER MANAGER, WEB MANAGER, ACCESS MANAGER, USAGE STATS, SINA OPTIONS, and HELP. Below this, the main content area is titled 'Welcome Administrator'. On the left, there is a 'SECURITY TIP' box. In the center, a red oval highlights the following text: 'School web and ftp files: 759 Kb', 'School user account files: 2,002,874 Kb', and 'Total: 2,003,633 Kb'. Below this, there is a paragraph explaining the SINA structure and a list of links, including 'Users Manager'.

! SECURITY TIP

You should not have more than one browser open during a SINA session. Doing so may compromise security. Please close all browser windows when you

Welcome Administrator

School web and ftp files: 759 Kb
School user account files: 2,002,874 Kb
Total: 2,003,633 Kb

SINA is structured into a number of management areas that control different aspects of your buttons in the top frame of each page or clicking the text links below.

- [Users Manager](#) - add and modify user accounts [individually](#) or in [bulk](#), modify individ

The above example shows 2,003,633 KB. To convert from KB to GB, divide this number by 1 million (2,003,633 KB = 2.00 GB).
If this school has a student enrolment of 250 students their quota is 3GB. They are using 2GB. They have 1GB of storage left before the school is charged for excess usage.

Set and enforce disk quota

Teachers and students often forget to manage their disk space unless a quota is set. A disk quota amount can be set and “enforce quota” turned on by choosing “Yes” in the account settings in SINA. You should attempt to divide quota to users so that the total amount used is not likely to exceed your schools quota (see above).

You can get to this screen from the “Users Manager Screen”.



Manage your school's user accounts individually, by group, or in bulk.
Set up and manage school mailing lists or contact other SINA schools.

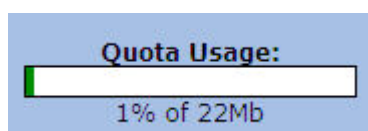
- [User Accounts](#) - view, add, delete or **modify** individual user accounts, manage [disk space](#) or [forward](#) accounts.
- [Groups](#) - move or delete [email](#) or [user accounts](#), view or **modify** settings, all at a group level.
- [Bulk Create](#) - create or update multiple user accounts simultaneously.
- [Download Account Details](#) - download a selection of user account details into a file.
- [Mail Lists](#) - create and [modify](#) mailing lists and their subscribers.
- [Address Book](#) - contact information for other SINA schools in your deployment.
- [Help](#) - assistance on specific tools within Users Manager.
- [Home](#) - returns you to the SINA Welcome page.

Click on Modify next to either user accounts, to modify individual accounts, or groups to modify all users in a group.

Quota can be set at the school level, group level or account level. You must enforce quota for this to take effect. Either use the default or click “Set quota to this amount” and enter an amount in kilobytes (KB). If you are used to working in megabytes (MB), 1 MB = 1000KB.

Disk Quota	<input checked="" type="radio"/> Use default quota (20000 KB).		
	<input type="radio"/> Set quota to this amount: <input type="text"/> KB		
Enforce Quota	No	Group	<input type="radio"/> Yes <input type="radio"/> No
			<input checked="" type="radio"/> Default

The below window will be seen in mymail by users who have had disk quota enforced. When the usage approaches 100% the bar will turn red. If the user reaches 100% they will have to delete mail before they can receive any further mail.



Reporting and monitoring disk space

From your school's SINA home page click on "disk space" and the following screen will appear.

Select All/ None	Login Name	Last Name	First Name	Email Alias (@miceo.catholic.edu.au)	Group	Quota	Disk usage* (Kb)		
							Email	Home page	Total
<input type="checkbox"/>	bmclaughlin	McLaughlin	Brent	brent.mclaughlin	teaching	20000	245	148486	148731
<input type="checkbox"/>	miceo	Account	Administrator	admin	reserved	22550	13328	NU	13328
<input type="checkbox"/>	user2	2	user	user.2	year_6	20000	6252	NU	6252
<input type="checkbox"/>	teacher1	one	teacher	teacher.one	teaching	20000	6226	NU	6226
<input type="checkbox"/>	pupil5	Five	Pupil	pupil.five	year_5	20000	782	NU	782

The image above shows the amount of space taken by email and the users home page as well as their set quota. If the usage is over quota it is shown as red. Based on the information here you can choose how to respond.

You can also click on "reporting options" to configure SINA to send the SINA administrator reports on disk usage.

- [Users Manager](#) - add and modify user accounts [individually](#) or in [bulk](#), modify individual [account](#) or [group](#) settings, manage [disk space](#) or set up and manage [mailing lists](#).
- [Web Manager](#) - [upload](#) files to your school's website, manage [user home page](#) files or access [mydesktop](#).
- [Access Manager](#) - control and review your school's [Internet costs](#), domain and [email filters](#) and view a [snapshot](#) of current browsing.
- [Usage Stats](#) - obtain reports on your school's [total Internet traffic](#), [search engine](#) use, [top 100 sites](#), user activity and more.
- [SINA Options](#) - update your [school details](#) (including administration account email forwarding), send SINA [feedback](#), choose your Internet activity [reporting options](#) and modify your [school settings](#).
- [Help](#) - assistance on specific tools.

You can choose the frequency and the type of report. For disk usage tick report disk and user disk usage.

Reporting Options

Select the frequency of the reports

Select the reporting criteria

- ☒ Report traffic
- ☒ Report email
- ☒ Report disk
- ☒ Report user disk usage
- ☒ Report breach
- ☒ Report cost

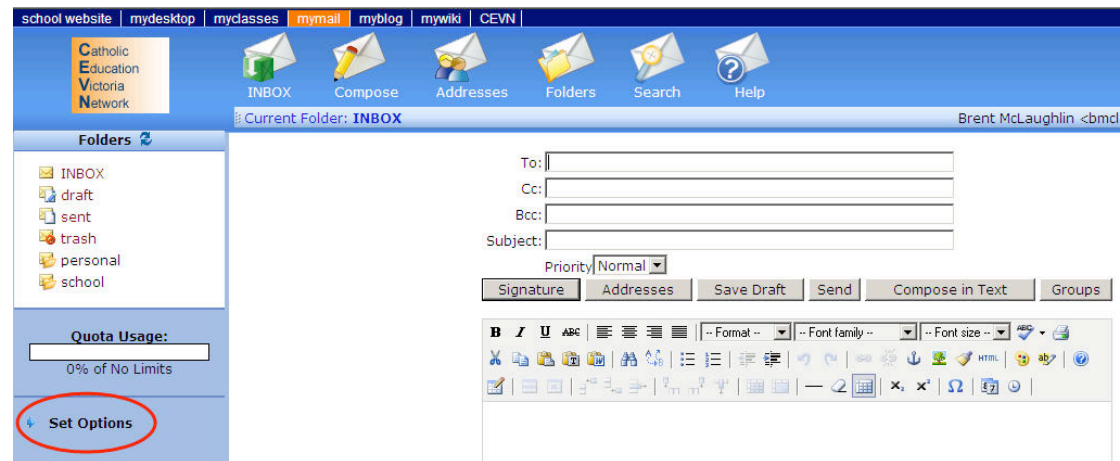
Save

Autodeletion of mail

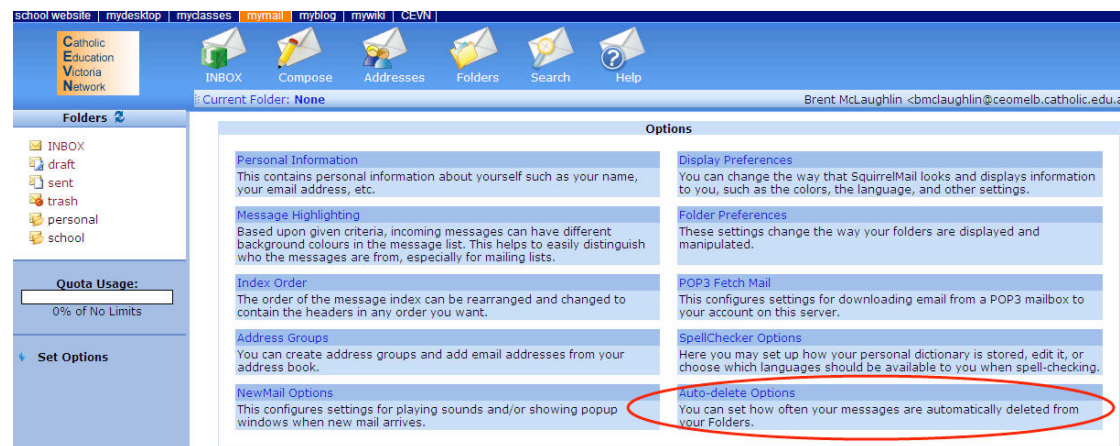
Each user can set their mail to autodelete. For example you may set trash to delete mail older than one month. This is the default setting for most accounts. This means any mail that has been in the trash folder for more than one month will automatically be deleted.

This is configurable through the user's mymail settings.

Click “Set Options”.



Click “Auto-delete Options”



Within Auto-delete Options, choose the folder and timing of deletion. The below screenshot has Trash mail set to delete if it is older than one month.

Options - Auto-delete Options

Have messages automatically deleted from your folders each night.

Apply settings to each folder according to how you want to manage them.

You can select individual folders to Never Delete emails, to have All messages deleted, or to delete emails that are over a certain age.

Inbox:	Never
Sent:	Never
Draft:	Never
Personal:	Never
School:	Never
User Created:	Never
Trash:	Older than 1 month
Filtered Spam:	Never

Taking steps to reduce usage

You might try the following to reduce usage:

- Discuss with staff to monitor their home page and mymail spaceDelete mail with large attachments. Save the attachments locally
- Set limits on disk space for both staff and students via SINA and turn on “enforce” these limits
- Remove the users privilege to upload to a home page
- Turn on automated deletion of mail for appropriate mail folders.